# ADULT EDUCATION DIRECTORS/COORDINATORS' MEETING

Snow College – Greenwood Student Center Rasmussen Room 150 College Avenue Ephraim, Utah 84627-1299 June 13, 2006

## Welcome/Introductions/Overview of Meeting - Marty Kelly

Marty welcomed everyone in attendance with recognition to the four members of the Advisory Committee James Andersen, Wayne Mifflin, Edie Mitko, and Nate Southerland. She indicated there were new deadlines and new criteria to pay attention to in the packets, and encouraged colleagues to take extra copies back to those people who couldn't make it to the meeting.

## **MIS Update**

Toni was unable to attend the meeting; a document highlighting the MIS progress was disseminated. Marty explained that Toni has been working hard on the MIS, as well as IT specialists Jeff McDonald and Jarod Browne, in an effort to be ready for the auditors' return/visit from Washington in August 2006.

Marty explained the progress of the system by using the analogy of building a home, and indicated that "what we have is very good." She indicated the system is on target and said the time-line was at the bottom of Toni's "update." She explained that the MIS user group as everyone has known it is being disbanded. Marty said a couple of the major users are being utilized to help bring the MIS to fruition. She said as soon as we are further along we will reconvene the users' group and have those of you who were Beta testers in the original phase come back and work on entering data.

Marty went on to explain that many of the new system's modules have been completed. These include: defining students, defining goals, enrolling students, scheduling classes, entering credit from non-adult education classes such as military, and work experience, identifying staff, scheduling teachers' classes, etc. are ready. The SEOP has been improved to include: definition of a student's vocation, definition what classes look like, definition of the school and periods a student is scheduled for are enhanced.

What is not finished at this point: formatting a screen, adding a menu, how you log in and security, how you put in testing assessments, how you treat non-instructional contact hours, the reports including transcripts are not ready yet, how you award GEDs, how you award diplomas, UBSCT, data-matching, and how you exit a student in the program.

Some changes that will be happening and some exceptions can overlap and will be tied to dates, classes and enrollments are tied to dates rather than sessions. The MIS will be able to allow programs to designate funding out of AEFLA funds verses State funds. Programs can designate how much they are paying them (25 percent, 50 percent, 75 percent) out of what budget, and then code the students back to those individual staff members as well as the classes. Marty then reviewed the time-line. She concluded this agenda item by restating that by the preview of the system she saw, she thinks everyone will like it.

## **UBSCT/Diplomas/Program Implications (General Discussion)**

Marty directed the focus to the UBSCT materials, explaining the classes have now graduated (2006) and those kids that did not graduate are the ones that UBSCT will pertain to. UBSCT will pertain to anyone

going through the system from hereon out until we hear differently. Marty has met with Superintendent Harrington, the Associate Superintendent Myron Cottam, Judy Park in charge of Assessment, Mary Shumway, Director of CTE, and Carol Lear, USOE attorney, to talk about UBSCT and adults. There are still some ramifications they are trying to work out, and still writing rules.

Marty reviewed the UBSCT packet that included a UBSCT "Cheat Sheet," Clarification of Practice (May 9, 2006), Out-of-State exit exams comparable to UBSCT, and the State Board Rules allowing time for questions and discussion. The following points of clarification were made:

- The GED test does not take the place of the UBSCT.
- The UBSCT testing dates are February and October.
- Directors should be talking to their assessment departments and have a preliminary number of how many UBSCT's they will need.

Marty next explained she has been invited to speak before the Board in August on, "what impact UBSCT has had on adult education programs this summer." She referred to the UBSCT survey that was sent out a few weeks ago, and said it was important for everyone to complete it with information collected on each of their students coming into the program between June 1st and July 31st.

#### **General Information**

- Please Email Marty names of participants who completed BEST Training and she will make sure they receive certificates of completion for their licensure points. She will also make sure participants of the directors/coordinators meeting get certificates of administrators for licensure points by your sign-in as well.
- Award letters for BEST and TABE assessment materials are being sent through the administration and they will be forthcoming. You may go ahead and spend the money.
- Make sure when you do your BEST ordering that Marty gets a copy of the budget sheet and that it says it is for BEST or TABE specifically. Enclose a purchase order or packing slip and send it to the USOE.

### **Policies and Procedures Binders**

Attention was directed to the "updated packets" that everyone received for the <u>Policies and Procedures Manuals</u> which were disseminated at the meeting in St. George in March. Marty addressed all of the items, explaining that this material should now replace the drafts because they had all gone through the state "Quality Assurance" procedures. The only change that has not been seen, as far as the policies are concerned, is in Section VI, Under Contact Hours No. 7. (Page 18).

## Pathways and Memorandum of Understanding.

Directors and coordinators were encouraged to establish a partnership with Workforce Services because it's a good way to get clients, to develop a good relationship in the community; and to build intensity within programs. Marty had called the five regional councils that Workforce Services has, asking if adult educational staff sat on their Boards, and learned that LaVoy Starley sat on the Western Regional Council consisting of Millard, Juab, Sanpete, Beaver, Sevier, Wayne, Piute, Garfield, Iron, Washington, and Kane School Districts.

Marty expressed the importance of adult education being on the Council and having a voice because this encourages the sharing of the clients between the two agencies forming a partnership. She requested that LaVoy contact the directors in the districts of the region to let them know what is going on.

Loma indicated her people have requested to sit on the council in the Northern Region but have not received any responses. Marty told her that she had their schedule, agenda and roster, and that Loma could participate as a "supporter to the council" because one of the superintendents already represented education on the council. The Northern Region consists of Bear River, Box Elder, Castle Ridge, Wasatch, Weber, Davis and Morgan School Districts. Marty encouraged Loma to attend the meetings and to call Susan Wright of the Northern Region with any agenda items she might have for adult education.

The Eastern Regional Council consists of Duchesne, Carbon, Daggett, Emery, Grand and San Juan Districts, and the contact person is Bob Gilbert. The Form 360 was mentioned about getting clients back and forth.

Marty asked if there was anyone involved from the Mountain Lands Region that consisted of the Summit, Wasatch and Utah Counties and indicated she had contact information for them.

Marty shared an experience she had with the Executive Committee of the Central Regional Council meeting. Adult education is supposedly represented by a Superintendent from Granite School District. Marty asked how often this person talked about adult education and was told none. She proceeded to share all of her adult education materials consisting of URAED reports, number of clients served in ESL, ABE, and adult high school completion as well as the number of contact hours for those referred to jobs and those who retained their jobs, etc. The council seemed impressed, and requested her to submit the same information to the regional meeting. Marty expressed a strong desire that adult education should be sitting on all of the regional councils and asked for volunteers. She also emphasized to LaVoy Starley, Dennis Crane, and Loma Prince that if they would email their Council notes to her, she would finalize them and send them out to the directors and coordinators throughout the state.

**Reminder to Complete the Travel Reimbursement Form,** they have to be turned into the State Office within 15 days of a meeting.

## Army, Marine, Navy and Air Force Recruitment

Military information for each branch of the Military was shared. All branches basically have their federally mandated separate rules and GED is not accepted well by any of the military divisions. In talking to the Army and Marines it was learned that their clients must be taught using "seat-time" 95 percent of the time in front of a teacher. Directors were advised that when they are writing SEOPs for a student who wants to be involved with the military, it needs to be clear that the student is in a classroom, sitting in a chair, in front of an instructor, meeting his/her timeline. The branches do not honor packets sent home to work on. They evaluate the credit of the clients coming to them at 51 percent from the institution that issues the diploma. As they review the diplomas, if GED is listed in the credits, credits will not be counted.

Army recruitment standards and the number of men they take in the Army are significantly different than the other branches.

Military tier levels 1, 2, and 3, diploma mills, schools not accredited, students denied college admission, etc. were discussed Marty asked if anyone wanted to discuss how to accredit special purpose schools. She indicated if anyone was interested they could go into the USOE website, into Accreditation, under Northwest Accreditations and it would behoove them to do so.

## **Distance Learning Task Force**

Jeff talked about giving credit for distance learning packets when the answer has been "no."OVAE has said it can be set if it could be set it up in such a way there is some comparative fairness among the districts. Jeff indicated we want to set up a task force to look at this to see how we can count distance learning hours and outcomes from that. Jeff asked that Cindy Krueger, from Jordan and Brett Wilson representing the Prisons, Linda Conway from Tooele, Brent Fackerell from Morgan, and Rich Belknap from Alpine to be involved. He asked for additional districts to volunteer. Jeff and Sandi will cochair this committee.

#### Announcement

An announcement was made that UAACCE is setting up a full day for ESL training for teachers at a beginning level in Park City on Friday, September 22 from 9am to 4.pm. Judy Tukuafu is in charge of the meeting. More information will be forthcoming.

#### **Packet Contents**

- Marty continued to explain the balance of the handouts in the packets beginning with the "UBSCT helpers" to assist in teaching students consisting of colored papers.
- Programs that are going to be visited this year were reviewed and were reminded that they would be contacted. Marty enjoyed the reviews this year and thought they were phenomenal. Many good things happening throughout the state. Continued efforts need to focus on: building membership, enhancing curriculum and making sure it meets the client's needs, SEOPs need to be driven by students rather than staff, making sure students are setting their goals, and projecting what they want to work on and accomplish. Programs are encouraged to work with their business managers to ensure that the dollars (federal and state money) are in fact going to the programs and being used to meet the needs of the clients, not going to some other program in the district.
- Nate brought 200 posters to disseminate to everyone and said that he will have copies of the DVD's previously requested in the next few weeks. He will invoice people when he mails them out.
- Nate reviewed how the PSA went and asked what would be the easiest way to collect the money that the programs volunteered to donate. He indicated he could only use 30 seconds of the 2 1/2 hour footage.
- Murray made an announcement that he is looking for "poster persons" with a success stories from Utah for GED. Marty thanked everyone for the stories she has been receiving from local programs.
- As Nate is meeting with Workforce Services, he is sending out a news release and said everyone was welcome to use it as a pattern for their own news release.
- Marty talked about the TABE Training Flyer announcing it would be August 18th in Jordan School District with the same trainers that were at St. George. Attendance slots were allowed for two people per district to attend. A signup sheet was passed around requesting each director to write the names of those that will be attending from their district and reminded everyone the state would be paying for a one-night stay, mileage, and lunch.
- The next packet item was the list of "New" meetings and regional trainings for 2006-2007 for directors and coordinators. As Marty reviewed the new dates, she indicated it would be good to have as many staff attend as possible and it might necessary to close the programs down for a day. She felt the more people had a better understanding about adult education; the better it would be for everyone throughout the state. There was time allowed for questions.
- Jeff showed the new adult education poster that has been designed to accommodate programs' needs and indicated there was a sign-up sheet for ordering.

Marty disseminated a handout called Negotiated Federal Targets and explained she had worked on it with Sara from OVAE and tried to make it is as "user friendly" as possible. She indicated the targets reflect our number, what the projected goals are for the state, and where we need to look to build intensity within programs.

Marty clarified where Utah ranked nationally, and encouraged everyone to look at it as recruiting figures. She said when programs do their state plan they should consider the following:

- How many enrollees are you going to enroll?
- How many enrollees are you going to have outcomes?
- How many are you suggesting that will hit the national target?

Marty concluded that we will review program goals met at the end of the year to see what happened in each one. This is not based on post-testing, it is based on enrollment and participation count.

#### General announcements:

- Program curriculum guide was due June 1st
- State plans were due <u>June 12th</u>
- Federal plans were due on <u>June16th.</u>
- URAED has to be completed and is due by July 15th.

The state audit has to be completed by September 15th. The state's finance people of the Governor's Office set that date. Marty indicated there was a document in the packet called a "State of Utah Legal Compliance Audit Guide" with the financial audit guidelines. She said all the auditors have a copy of it as well as all the CBO's. She said the audits are to be completed by September 15th. Marty encouraged everyone to sit with their auditors and make sure they see the reports (their numbers) that are being sent to the State Office. Once the USOE receives reports, those are the numbers we go by when we review the URAED and those are the numbers that drive the districts' funding.

The next item in everyone's packet was the Program Summary that Marty requested to be completed and returned by **July 15th** that gave everyone a chance to write about their program successes, what areas that will be worked on this year, what didn't work well, what changes they will be making, what inservices were provided for their staff, what in-services are planned for the coming year, what in services are desired from the state, and what are the director and coordinator needs from the state.

Murray addressed GED briefly and allowed time for several questions and answers. He reminded the Adult Education group that it is not acceptable to be at testing centers recruiting people for the Adult Education programs. It is, however, permissible to give GED examiners a brochure for the program that they may wish to give to the GED examinees.

Online registration by GED examinees has a release of information that allows them to designate the Adult Education program to be a recipient of GED scores.

### Lunch

**Team Building Activity** 

**Recognition Ceremony** 

Adjourn